

Section L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): <http://www.arnet.gov/far/>

Federal Acquisition Regulation (48 CFR Chapter 1) Clauses Incorporated by Reference

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.207-2	NOTICE OF COST COMPARISON (NEGOTIATED) [(c)(1) – 30 working days; (c)(2) – 30 working days]	(FEB 1993)
52.215-1 I	INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION -- ALTERNATE I (OCT 1997)	(JAN 2004)
52.215-20	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA	(OCT 1997)
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION	(FEB 1999)
52.237-1	SITE VISIT	(APR 1984)

L.2 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (OCTOBER 2003)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

DUNS # _____

(End of provision)

Note: This provision is not applicable to the Agency Tender

L.3 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm-Fixed Price contract for basic services with Firm-Fixed Price/Indefinite Delivery Indefinite Quantity Task Order(s) for additional services. The Government may elect to use a time and material or labor hour contract type for Task Orders place for the additional services.

(End of provision)

L.4 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Internal Revenue Service
Attn: Brian Neiheisel, OS:A:P:I:CS
Constellation Centre
6009 Oxon Hill Road, Room 500
Oxon Hill, MD 20745

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

L.5 DT1052.219-71 1052.219-71 SUBCONTRACTING PLAN (JUL 1998)

As part of its initial proposal, each large business offeror shall submit a subcontracting plan, as prescribed in FAR 52.219-9. Use of the subcontracting plan outline contained in Section J of this solicitation is optional, however, plans must contain all elements included in the outline.

(End of provision)

L.6 DT1052.219-73 Department of the Treasury Mentor Protege Program (January 2000)

(a) Large and small businesses are encouraged to participate in the Department of the Treasury Mentor-Protégé Program. Mentor firms provide small business protégés with developmental assistance to enhance their business capabilities and ability to obtain federal contracts.

Mentor firms are large prime contractors or eligible small businesses capable of providing developmental assistance. Protege firms are small businesses, as defined in 13 CFR 121, 124, and 126.

Developmental assistance is technical, managerial, financial, and other mutually beneficial assistance to aid protégés. Contractors interested in participating in the Program are encouraged to contact the Department of the Treasury OSBD or the Bureau of the OSBD for further information.

(End of provision)

L.7. PRE-PROPOSAL CONFERENCE

- A. A pre-proposal conference will be held at the IRS Headquarters, 1111 Constitution Avenue NW, Washington, DC, on 3 August 2004 at 9:00a.m. The purpose of the conference is to provide a briefing of the contracting concept, the scope of work, the specifications, and to allow prospective offerors the opportunity to ascertain the complexities of the services to be performed, which could materially affect conduct of operations and the costs involved. **THIS IS THE ONLY PRE-PROPOSAL CONFERENCE THAT WILL BE PROVIDED FOR THIS SOLICITATION.** However, site visits will be provided at all locations at the date and time specified in paragraph L.8 below. Offerors are encouraged to attend this pre-proposal conference as IRS Representatives specializing in certain aspects of the solicitation will be present at this conference and will not be present at the site-visits.
- B. While the conference will provide an opportunity to discuss and clarify the solicitation provisions, nothing said or represented in the conference room shall be deemed to modify the solicitation requirements unless followed by a written amendment. Offerors are strongly encouraged to submit questions, in writing, relative to the solicitation document no later than close of business **27 July 2004** to the Contracting Officer so the Government representatives may prepare responses prior to the conference. Offerors' participation is encouraged, although attendance is not mandatory. A summary of the topics discussed at the conference will be provided to all prospective offerors.
- C. Due to security requirements, a list of attendees will be provided to the security guard, in advance, to gain access to the facility. Failure to provide names of the attendee(s) on the date specified above will result in denial of access to the premises. See L.8.1 for registration details.

L.8. SITE VISIT

- A. After the pre-proposal conference, a site visit of the IRS Headquarters will be provided on the same day. Prospective offerors are encouraged to attend the site-visit provided at all performance sites listed below to satisfy themselves with general and local conditions of the sites and to make in-depth reviews of the facilities and equipment therein. **ONLY ONE SITE VISIT PER PERFORMANCE SITE WILL BE PROVIDED FOR THIS SOLICITATION.**
- B. PERFORMANCE SITES are as follows:
 - **IRS Headquarters**, 1111 Constitution Ave., NW, Washington, DC
Date: 3 August 2004 Time: 1:00 pm
 - **Philadelphia Campus**, 11601 Roosevelt Blvd., Philadelphia, PA
Date: 27 July 2004 Time: 9:00 a.m.
 - **Covington Campus**, 201 W. River Center Blvd., Covington, KY
Date: 22 July 2004 Time: 9:00 a.m.
 - **Austin Campus**, 3651 S. IH-35, Austin, TX
Date: 15 July 2004 Time: 9:00 a.m.
 - **Ogden Campus**, 1160 W 1200 S, Ogden, UT
Date: 13 July 2004 Time: 9:00 a.m.

- **Fresno Campus**, 5045 E. Butler Ave., Fresno, CA
Date: 20 July 2004 Time: 9:00 a.m.

NOTE: Offerors are responsible for their own transportation to and from the IRS sites.

L.8.1 PRE-PROPOSAL CONFERENCE/ SITE VISIT REGISTRATION

- A. Seating capacity is limited and available on a first come, first served basis. Individuals who plan to attend are required to send email notification to **Brian Neiheisel and Edwina Wilkins** at the following addresses: Brian.F.Neiheisel@IRS.Gov and Edwina.A.Wilkins@IRS.Gov no later than close of business **no later than 5 days prior** to the Pre-Proposal conference or site visit with the following information:

- Name of Company
- Name and Title of Attendee (maximum of 3 attendees per firm)
 - i. Each attendee will be required to have a photo ID
- Indicate which IRS sites the offeror is planning to visit. (See para.L.7.A and L.8.B.above)

NOTE: A confirmation of the email notification must be received from the recipient, Brian Neiheisel or Edwina Wilkins, to ensure that offeror's name is added on the list of attendees.

- B. Due to security requirements, a list of attendees will be provided to the security guard, in advance, to gain access to the facility. Also, due to security reasons and limited capacity, offerors shall be limited to three representatives per company. The offeror representatives upon arrival at the site shall possess current and valid photo identification or shall be denied access. Any offeror representatives showing up without the proper notification listed above shall be denied access for the pre-proposal conference/site visit due to security reasons. No computer equipment, recording devices or camera equipment is authorized. Offerors are cautioned to arrive early in order to process through the security station. The conference/site visits will start at the designated time and no part of the conference/site visit will be re-accomplish to accommodate late prospective offerors.

L.9. DISCUSSIONS AND CORRESPONDENCE

- A. All communications concerning the solicitation, including any of a technical nature, must be made through the Contracting Officer. Correspondence, including written questions, should be directed to the address shown in Block 7 of the Standard Form 33.
- B. After the pre-proposal conference and site visits, any questions concerning any technical aspect of the solicitation must be in writing and may be sent through email or facsimile at (202) 283-1290. In order to ensure a timely response, questions should be received by the Contracting Officer by 7 August 2004. After this date, the Government will make every effort, but cannot guarantee that questions submitted will be answered before the RFP closing date.
- C. Email correspondence is acceptable provided that the correspondent identifies itself by providing its name and title, company name, address, and telephone number. The Government is not obligated to respond to any questions if information above is not provided. Offerors should address any questions or concerns to **Brian Neiheisel** at following email address: Brian.F.Neiheisel@IRS.Gov .

L.10. SOURCE SELECTION IN ACCORDANCE WITH OMB CIRCULAR A-76 AND FAR PART 15

This request for proposals is part of Government cost comparison study pursuant to the Office of Management and Budget (OMB) Circular A-76, (Revised May 29, 2003) as implemented by FAR 52.207-2 and FAR Part 15. The study is conducted to determine whether accomplishing the specified work under contract (private), by public reimbursable tender, or Agency tender is more economical. The best value offeror will be selected using the Trade-Off selection process.

L.11. PROPOSAL PREPARATION INSTRUCTIONS

- A. Award will be made on an "All-or-None" basis. Therefore, offerors are to submit technical and price proposals for all six (6) IRS sites in order to be considered for award. These instructions provide mandatory guidance to the offerors in the preparation of their proposals. To aid in the evaluation, all proposals shall follow the same general format as specified herein. A complete proposal is defined as one consisting of three (3) separate volumes within the required page count. Note: Evaluators will read only up to the maximum number of pages specified. Pages in excess of the maximum will be removed and not retained by the Government. Information on removed pages may result in Offeror's key information not being evaluated by the Government. The number of copies shall also include the original document. The proposal shall include all of the information requested in the subparagraphs including completion of all required Past Performance questionnaires. Failure to do so may adversely affect the evaluation. A proposal that is sufficiently documented to support performance/cost claims in a complete, orderly, and specific detailed manner will enable the Government to perform a thorough and fair evaluation. Proposals should reflect quality rather than quantity and in order to be considered for award, the proposal shall respond to all work at all locations. Alternative proposals will not be accepted.
- B. Offerors are advised to submit proposals, which are clear, complete, and accurate. The Government may award solely on the basis of the proposal as submitted without requesting further information or opening discussions. The proposal must furnish sufficient information and rationale to allow the Government to evaluate the offeror's capabilities to perform all requirements outlined in the PWS. The proposal shall not merely offer to perform the work in accordance with the PWS, but shall outline specific proposed methodology for accomplishing the PWS tasks providing assurance to the Government that the offeror has the experience and capabilities to successfully perform under the contract. **RESTATING THE PWS IS UNACCEPTABLE**
- C. The following items are required to be submitted with offeror's proposal:
 - (1) Phase-in Transition Plan (Paragraph 3.11)
 - (2) Position Description and Qualifications for Project Manager (Paragraph 3.5)
 - (3) Position Description and Qualifications for all proposed initial Supervisory and Key Personnel (Paragraph 3.5)
 - (4) Position descriptions and qualifications for all other proposed employees (Paragraph 3.5)
 - (5) Proposed Water Treatment Program (Paragraph 3.2.1)
 - (6) Manufactures certification or personnel resumes with manufacture's certifications of personnel or firms that will perform specialized equipment maintenance. (Paragraph 3.5)
 - (7) Contingency Plan (Paragraph 3.13)
 - (8) Quality Control Plan (Paragraph 3.12)
 - (9) Building Operations Plan (Paragraph 3.1)
 - (10) Complete Service Call Program (Paragraph 3.3)
 - (11) Complete Preventative Maintenance Program (Paragraph 3.4)
 - (12) Outage Preventive Maintenance Schedule Paragraph (3.4.2.B)
 - (13) New Preventive Maintenance Guide Cards developed by the contractor based on Manufacturer's criteria (Paragraph 3.4.2.C and D)
 - (14) Additional Services (IDIQ) Plan (Paragraph 4)
 - (15) Staffing Plan

- (16) New Preventive Maintenance Guide Cards developed by the contractor based on Manufacturer's criteria (Paragraph 3.4.2.C and D)
- (17) Complete Water Treatment Plan (Paragraph 3.2.2)
- (18) Refrigerant Management Plan (Paragraph 10.5.1.1)
- (19) Subcontracting Plan (Section I, FAR 52.219-9) (see Section J, Attachment 13)

L.11.1. WRITTEN PROPOSAL FORMAT

A. Page:

A page is defined as each face of an 8.5" x 11" sheet of paper containing information. All information (except for document numbers, page numbers, etc.) shall be provided in an image area of 7 x 9 inches. Two pages may be printed on one sheet of paper but count as two pages. The background color of each page of the proposal submission shall be white stock only. All material must be contained within the page limit identified in each volume. All pages shall be numbered consecutively. Evaluators will only read and evaluate up to the maximum number of pages specified. Any Illustrations and tables shall be included for the page count, however, title pages and indexes will not be included for page counts limitation purposes unless information regarding the proposal is included on the title or index page.

B. Text:

Type size shall not be smaller than, Microsoft Word font **Arial, 12 point font**, normal proportional spacing. Text lines will be a minimum of single-spaced, not to exceed 55 lines per page. Single-column is the preferred format, but double-column presentation and use of bold face type for paragraph headings is acceptable.

C. Illustrations and Tables:

Charts, tables or diagrams shall not exceed 8.5 x 11 inches. Figure call-outs shall be legible and shall be at least six (6) points in height after final reduction. Figure call-outs may be single-spaced.

D. Binding:

Elaborate format and binding are neither necessary nor desirable. All binders will be capable of lying flat when opened. The cover and spine of each binder will clearly identify the volume number, copy number, title, request for proposal/solicitation number, and offeror's name. The original for each volume will be clearly identified and marked "ORIGINAL" on the cover and the spine.

E. Change Pages:

Any proposal revisions submitted during or after discussions shall be on a different font and color than the original proposed pages; changes clearly marked by a vertical line in the right margin of the page; and the date of the revision and the revision number shall be reflected on each changed page. If changes to the proposal caused the contents of the page to shift to the next page, affected pages shall be submitted and numbered. (For example: If page 10 is revised and the rest of the contents of page 10 shifted to the next page, the page created should be numbered 10A so that the original page 11 will remain untouched. If multiple pages were created by the revision, the pages created should be numbered 10A, 10B, 10C, etc.) The background color of change page(s) shall be ivory stock only. The date of the version and the revision number shall be clearly reflected on each changed page.

L.11.2. PROPOSAL SUBMISSION REQUIREMENTS

- A. Printed copies of each volume of the proposal shall be separately bound in a three-ring binder. Each volume shall have a cover sheet clearly marked with the following:

- Volume number
- Copy number
- Title
- RFP # TIRWR-03-R-00015
- Offeror's name

- Proposals shall be stamped "SOURCE SELECTION SENSITIVE".

B. Deliver two (2) copies of Volume I Business Proposal, eight (8) copies of Volume II Technical Proposal, three (3) copies of Volume III Cost Proposal and one electronic copy of Volumes II and III to the address shown below NOT LATER THAN what is stated on the solicitation, Standard Form (SF) 33, block 9. Electronic copy shall be provided on 3.5 inch disc or CD in Microsoft Office 2000 formats. Each Volume shall be contained on a separate disc or CD.

Deliver, in **ORIGINAL** and required duplicate copies of offeror's proposal to:

Internal Revenue Service
Attn: Brian Neiheisel, A:P:I:S
Constellation Centre
6009 Oxon Hill Road, Room 500
Oxon Hill, MD 20745

A complete set of proposal shall include all three volumes with its parts and sections in both hard and soft copy. Soft copy shall be provided in CD format (R/W).

VOLUME	NUMBER OF COPIES	PARTS	TITLE	Maximum Number of Pages
I	1 original + 1 copy		Business Proposal	
		1	Entire Solicitation Package (From Standard Form 33 to Section J)	
		2	Representations and Certifications	
II	1 original + 7 copies		Technical Proposal	
		1	Executive Summary	Total 10
		2	Past Performance	Unlimited
		3	Mission Capability Proposal	
			Section 1 – Technical Approach	500 pages
			Section 2–Management Plan	75 Pages not including subcontracting plan
			Section 2A. Subcontracting Plan (see note below)	Unlimited
			Section 3 – Staffing Plan	75 Pages
III	1 original + 2 copies		Cost Proposal	Unlimited
			Section 1 – Table of Contents	
			Section 2 – Pricing Information	
			Section 3 – Other Information	
			Section 4 – Financial Report	

Note: 1. MEO is not required to submit the following :

- Solicitation Package (including the Standard Form 33)
- Representations and Certifications
- Subcontracting Plan

- Past Performance information
 - Labor Strike Plan
2. MEO's cost proposal will be prepared using COMPARE software.
See Provision L.12 for additional information.
3. For all offerors other than the MEO, please submit Section 2A. Subcontracting Plan separate from the rest of the Technical Proposal.

L.11.3. PROPOSAL CONTENTS

(Agency Tender Official (ATO) see paragraph L.12 below)

L.11.3.1. BUSINESS PROPOSAL – Volume I

The following documentation shall be included in the offeror's business proposal:

- A. The entire solicitation package with the following sections completed:
- Standard Form 33 (Solicitation, Offer and Award) along with Acknowledgement of Amendment(s), if any, with an original signature of an individual who has the authority to bind the firm. Include DUNS number in block 15A. Original signature only required on the original copy. **(ATO is not required to complete SF 33)**
 - Section B, Price Schedule – Submit price proposal for each CLIN based on the costs proposal submitted in paragraph L.11.3.3 below.
 - Section K – complete all Representations, Certifications and other Statements of offerors. Include Subofferor Representations.
 - Amendment(s) Acknowledgement(s)

L.11.3.2. TECHNICAL PROPOSAL – Volume II

Part 1 – Executive Summary

The Executive Summary shall provide a synopsis of the offeror's proposal, highlighting salient features and strengths. The Executive Summary shall contain the offeror's overall understanding of the solicitation, an introduction of the offeror, the management team that will manage this effort, a discussion of the offeror's proposed approach for accomplishment of the requirements. If the proposal is comprised of a teaming arrangement, the offeror shall provide a brief summary of each team member to include: the full company name, address, point of contact and current phone number, a description of services the team member will perform under this contract and a reference to the applicable PWS area. Indicate whether or not the offeror have past experience working with the proposed team member and if so, indicate how much experience do the offeror have with the proposed team member working together as partners on similar work elements in the past. This information shall also be provided for all major subcontractors.

Part 2 – Past Performance:**Past Performance****General**

- A. To assist the Government in reducing the evaluation period, offerors shall send the transmittal letters along with the Past Performance Questionnaire (See Attachment L-2) immediately to all past and present clients provided in section C.1 below. The transmittal letter shall include language authorizing the Government to obtain past and present performance information. All Past Performance Questionnaires shall be received by the Government office indicated below on or before the specified time of receipt of offers. Offerors shall request their clients to forward the completed questionnaire directly to the Contracting Officer named below at the following address:

Internal Revenue Service
 Attn: Brian Neiheisel, A:P:I:S
 Constellation Centre
 6009 Oxon Hill Road, Room 500
 Oxon Hill, MD 20745

- B. It is the offeror's responsibility to follow-up with its past and present clients to ensure questionnaires have been completed and returned to the address indicated above by the closing date of the RFP. Any past performance information including past performance questionnaires received after the specified time for receipt of offers is "late" and is subject to FAR 52.215-1(c)(3). Offerors may also follow-up with the Contracting Officer to verify receipt of completed questionnaires.

NOTE: The burden for providing up-to-date Program Manager/Contracting Officer/Administrative Contracting Officer information rests with the offeror. The Government will not seek out corrections to incomplete or insufficient information on behalf of offerors. Unverifiable information will not be considered in past performance assessment.

- C. The Government may contact references other than those identified by the offeror and use the information received to evaluate the offeror's past performance.

Past performance information, including questionnaires and past performance sources, received by the Government are confidential and are not to be released to anyone outside the Government source selection process. Offerors are cautioned that contacting or seeking out source(s) of past performance information received by the Government is strictly prohibited. Any attempts to contact individuals concerning the past performance information, will be perceived negatively and could impact the offeror's performance rating.

Past Performance Recency and Relevancy:

- (1) For the purpose of satisfying this requirement, scope and magnitude of work shall be essentially comparable to this acquisition. Provide a list of all active or completed contracts during the last five (5) years from the date of solicitation issuance. This list shall only include the offeror's contracts as a prime performing all facilities operations, maintenance, and repair services of building equipment in buildings with greater than:

- as a minimum, 10,000 square feet of mini and or mainframe computer room/ADP space in a single location in one building ; and
- as a minimum, 400,000 to 600,000 square feet of office space in one building or campus with building populations of more than 1,000 personnel; and
- As a minimum, the following type and sizes of complex building systems:
 - Chiller plant with greater than 1200 tons of capacity, central UPS systems greater than 200 KW, centralized building energy management and BAS systems, centralized emergency generators greater than 300 KW

- A Minimum of 2 locations with contracts requiring on-site 24/7 X 365 Operations and Maintenance
- As a minimum, one historical building with a minimum of 200,000 square feet.

(2) Relevant experience shall encompass operations, maintenance, and repair services for facilities with complex equipment such as large centralized chilled water systems, and centralized uninterrupted power supplies and generators. Indicate whether the building was occupied and operational on primarily a Monday – Friday day shift or whether the building was multi-shift occupancy, and building operations performed on 24/7- 365 schedule.

Required Contract Performance Information. For those completed and/or current contracts that meet the recency and relevancy experience criteria above:

- Identify the Government entity or commercial firm for which the work is performed.
- Identify the contract number, project name, Contract Officer administering the contract or Primary Point of Contact (POC), address, and telephone number.
- Indicate letters were sent authorizing the IRS to obtain past and present performance information as well as the performance questionnaires.
- Describe the offeror's contractual effort and performance.
- Include a brief description of the scope of the contract including:
 - Overall size of each building and campus total in square feet
 - Size of facility
 - Population of facility
 - Hours of facility operations
 - ADP square footage at each building and campus location
 - Hours of maintenance & repair staffing provided daily
 - Number of days per week of maintenance & repair staffing provided
 - Identify the make, model, size, capacity, number of units, and age of building equipment maintained including as a minimum the following:
 - Rotating Uninterrupted Power Supplies
 - Central chiller plants
 - Emergency generators
 - Heating systems boilers
 - Energy Management and BAS systems
 - Computer room HVAC and electrical systems
- State why the contract is considered relevant.
- Identify any cost savings or efficiencies achieved.
- Identify any problems, causes, and how they were resolved.
- Indicate any performance incentives and award fees earned versus total award fee pool.
- Identify any deductions (the dollar amount and the reason for the deduction) that were associated with each contract listed.
- Describe any relationship and past experience working with proposed subcontractors who will provide similar services on this contract.
- State how the past experience may benefit this procurement.

Part 3 - Mission Capability:

The Mission Capability Proposal shall, as described below, be composed of three (3) sections

- (1) Technical Approach,

- (2) Management Approach, and
- (3) Staffing Plan.

The purpose of the Mission Capability Proposal is to set forth in the most comprehensive manner the offeror's approach, principles, and practices and to demonstrate the offeror's ability to meet the requirements of the PWS. The Staffing Plan shall present a clear, concise description of how the offeror plans to organize and staff the contract to meet all PWS requirements. The Management Plan shall demonstrate how the offeror plans, programs, budgets, and manages personnel, subcontracts, materials, and equipment to meet the requirements and tasks defined in the PWS. When discussing management principles, the offeror shall address all management procedures reasonable and necessary to support the performance requirements to include any proposed subcontracting plans and how they will be managed. The offeror shall present a technical understanding that clearly identifies the scope and resources required to meet the technical requirements of the PWS, an ability to comply with those requirements and soundness in the intended approach to fulfilling performance of the work. No cost or Pricing data shall be included in the Mission Capability Proposal.

The offeror shall include a separate compliance matrix indicating all alternate performance standards and/or deliverables offered in their proposal. If an alternate performance standard or deliverable is more stringent than the requirement of the solicitation, the offeror's alternate standard or deliverable may be accepted and incorporated into the resultant contract. This will be a unilateral decision by the Government contracting officer.

Section 1

Factor 1- Technical Approach.

The technical plan shall provide an explanation of the offeror's technical understanding of the specific standards of the PWS requirements and tasks; the process of how the requirements and tasks will be managed, controlled, performed, and documented; the volume or frequency of the requirement or task; and the appropriate resources to meet the requirement or perform the task. The offeror shall address Facility Operations, Building Systems Water Treatment, Service Calls, Preventive Maintenance and Equipment Certifications, and Additional Services separately. The proposed labor for each requirement or task by each site location shall be identified using Attachment L-3.

Sub-Factor 1. Building Operations.

(a) Building Operations Plan - Attach the Building Operations Plan (BOP). The BOP shall address both summer and winter operations. All energy intense equipment (equipment exceeding 5 horse power) shall be separately identified in the BOP by the equipment identification number (ID #) and an operational plan shall be established so all equipment is operated in the most energy efficient manner possible taking into consideration indoor temperatures and outside weather conditions during summer and winter. The BOP shall explain but is not limited to how offeror will provide services to operate the facilities as described below:

- Use of Energy Management practices
- Equipment start up and shut down schedules and procedures
- Maintain area temperatures
- Perform equipment checks (tours)
- Maintain equipment configuration, set points, and operating parameters
- Accomplish snow removal and ice abatement
- Maintain equipment rooms and service provider space
- Painting and corrosion control
- Read utility meters
- Describe the content and how the daily condition report will be reported

As a minimum, the BOP shall include detailed discussion of the following:

- (1) Heating Ventilation and Air Conditioning (HVAC) equipment operations to achieve energy efficiency for various ambient outside temperature levels.
 - (2) HVAC equipment operations to achieve facility ventilation.
 - (3) HVAC equipment operations to enhance the reliability of critical equipment and subsequent reduction in risk to the IRS mission.
 - (4) Energy intense equipment (all equipment above 5HP) start up and shut down schedules and operating procedures to achieve sound energy management practices while at the same time providing a building environment in accordance with this solicitation.
 - (5) Achievement and maintenance of temperatures in all facilities as required herein (see 3.1.3).
 - (6) Achievement and maintenance of temperature in facility unoccupied spaces.
 - (7) Procedures to achieve climate conditions for Information System equipment and other specialized equipment.
 - (8) Operating Interior lighting operations plan.
 - (9) Operating Exterior lighting operations plan.
 - (10) Operations to protect facility and equipment during extreme cold.
 - (11) Chilled Water and Hot Water resets based on indoor and outside temperatures/weather.
 - (12) Procedures for use of Government-furnished free cooling building equipment to save energy.
 - (13) A specific description of how and when equipment operational checks will be performed.
 - (14) A description of how and how often automated control systems for building equipment will be backed-up.
 - (15) A description of the procedures for how all outages to building equipment and systems will be requested in advance. All non-emergency non-PM related outages shall be approved by the COTR a minimum of 24 hours in advance.
- (b) **Building Systems Water Treatment Program.** Explain how offeror will conduct the water treatment program for each type of water system to be treated to include independent testing, daily and weekly chemical testing, control of corrosion, scale, algae, and slime; and annual building system checks in accordance with PWS paragraph 3.2.
- (c) **Environmental Requirements..** Discuss how the offeror will meet all the requirements of PWS section 3.10. Explain how offeror will conduct all operations in a manner, which reduces or eliminates the generation of waste. The following items should be discussed:
- (1) Hazardous waste disposal
 - (2) Spill reporting
 - (3) Recyclables
 - (4) Inventory, reclamation, and accountability of refrigerants
 - (5) Hazardous materials management and storage
 - (6) Specific requirements for federal, state, and local environmental regulations, and permits.
 - (7) Environmental certifications to be required of Offeror personnel.
- (d) As built. Demonstrate the offeror ability to provide as built drawings in accordance with PWS section 3.19

Sub-Factor 2. Service Calls - Explain how service calls will be received, responded to, completed, and documented at each site. At a minimum, the following specific items shall be included in the service call program submittal:

- Discuss how all requirements of Section 3.3 of the PWS will be implemented
- Service call reception (normal and after hours).
- Call back services (Washington/Philadelphia).
 1. How repair requirements will be identified and handled as service calls and incorporated with the QC Program;
 2. What materials and equipment are required to support service call work under \$2,500;
 3. What service call materials will be stocked on-site
- Response and completion times associated with each class of service call
- Process of how repair requirements identified by the Offeror will be handled.
- Procedures to be used in preparing cost estimates for labor, material, and equipment and performing service calls with a cost greater than \$2,500
- Provide the materials and equipment required to support service call work.
- Who and how the offeror will provide the required technical assistance as required in PWS 3.3.8.
- Who, how, and what timeframes and procedures will be used to document all service call performance requirements in the CMMS.

Sub-Factor 3 - Preventive Maintenance (PM) and Certification.

Offerors shall clearly describe their approach for meeting the requirements of SOW Section 3.4 specifically addressing the following as a minimum:

- Discuss how all requirements of Section 3.4 of the PWS will be implemented
- How the PM schedule will be updated and generated;
- How PM task orders will be assigned;
- What PM standards and procedures will be used for each system and/or type and size of equipment covered by this contract;
- What equipment will the contractor need to develop a PM Guide card;
- What PM standard will be used for Service Provider generated PM guide cards;
- How PM will be closed-out and equipment records will be updated in CMMS;
- How COTR will be notified when it is necessary to defer PM;
- How deferred PM will be re-scheduled and documented when deferred and completed;
- How equipment history database will be established and maintained;
- Approach for “Certification and Testing” requirement (See SOW Paragraph 3.4.6) including names of individuals or firms that will perform the certification and testing and the certification and testing schedule;
- How PM Program will be integrated into the QC Program;
- How equipment will be tagged with updated equipment ID numbers;
- List of critical spare parts for equipment PM and repairs activities that will be maintained on-site.

Sub-Factor 4 - Additional Services.

(a) In accordance with the requirements contained in PWS section 4, explain how additional services IDIQ task orders will be responded to, managed, and staffed. The following specific items including but not limited to should be discussed

- Discuss how all requirements in Section 4 of the PWS will be implemented
- Procedures, staffing, and response times to be used in preparing cost estimates for labor, subcontracted work, material, and equipment for additional services task orders;

- Procedures for scheduling additional services task orders;
- Identify the source of staffing for additional services task orders;
- Procedures for managing and assuring quality work performed on additional services task orders;
- Process of how repair requirements identified by the Offeror during the QC process will be handled;
- Procedures to be used in preparing cost estimates for labor, material and equipment and performing additional services service calls with a cost greater than \$2,500;
- Describe the materials and equipment required to support service call work and how they will be obtained;
- Describe how technical assistance will be provided; and
- Describe how Offeror will open, close, document, and maintain database records for all additional services IDIQ tasks.
- Indicate how IDIQ work performed by Offeror personnel will be accomplished (by normal staffing, overtime, over hires, etc.);
- If the IDIQ work is to be performed by subcontract, indicate how subcontractors will be obtained, scheduled, and managed to meet the required delivery dates of the IDIQ task orders (and also what IDIQ type contracts or other means the Offeror may have in place to meet the contract requirements).

(b) Associated labor requirements. The offeror shall complete Attachment L-3 for each site to identify the direct labor required to perform each of the tasks. The offeror should insure the direct labor is also reflected in staffing plan and in Volume III Cost Proposal. The following definitions apply to Attachment L-3, Detailed Staffing Proposal:

Column Heading	Definition
Unit of Work	A proposed unit of work for the task (ie. Day, month, each, etc.)
Quantity of Task or Frequency of Performance	The proposed population of the task that is to be performed during a full contract performance year. (ie. Number of emergency service calls, etc.) <u>OR</u> the number of times the task will be performed (ie. Number of days equipment checks will be made)
Task Unit Time	The amount of time the offeror proposes to complete one "Unit of Work".
Total Labor Hours	The product of "Quantity of Task or Frequency of Performance" times "Task Unit Time".
Subcontracted	Yes or No.
Proposal Reference	

Section 2

Factor 2 - Management Approach

Sub-Factor 1- Management Plan

The Management Plan should provide insight into the offeror's staffing approach to managing personnel and other resources to meet the stated PWS requirements. Management and performance of facility operations, service calls, and preventive maintenance shall be discussed. As a minimum, the Management Plan shall address the following:

(a) Risk Mitigation. Describe the management techniques used to establish priorities and resolve conflicts over the life of the contract. Identify any technical, schedule, and risks associated with the proposal and proposed approaches for resolving or minimizing the identified risks.

(b) Work Control. Discuss how services with a fluctuating level of effort, priority, contingency, or seasonal tasks will be handled. Describe the method used to accommodate varying staffing requirements over the life of the contract. Identify any specific rules or guidelines to be used.

(c) Communications. Describe the communications channels between the Project Manager and the Contracting Officer, between the on-site Project Manager and the Government COTR, and among the offeror's personnel. Identify the line of succession if the Project Manager or on-site Project Manager is unavailable. Indicate the lines of authority within the organization including reporting relationships, relationship to higher level corporate headquarters, and to subcontracted firms. Also, identify how communications with the Government service call desk will be performed including who will have the authority to respond to, complete, and close out service calls.

(d) Management of Additional Work (IDIQ). Identify how requests for additional services (IDIQ) will be estimated, proposed, staffed and/or subcontracted, scheduled, controlled, and inspected for quality. Indicate how IDIQ work, if performed by offeror personnel will be performed (normal staffing, overtime, over hires, etc.). If the IDIQ work is to be performed by subcontract, indicate how subcontractors will be obtained, scheduled, and managed to meet the delivery dates of the IDIQ task orders.

(e) Material and Equipment Management. Identify how and by what level of corporate organization, materials and equipment will be ordered and purchased. Describe what level of critical spare parts and materials will be maintained on-site and how they will be controlled. If only minimal materials are to be maintained on-site, describe how and within what timeframes parts/materials will be obtained during days, nights, and weekends. Describe how Government Furnished Equipment will be controlled and maintained.

(f) Reports. Identify what reports called for in PWS section 3.14 will be produced and how those reports will be generated and delivered to the Government. Identify how reporting of critical or emergency conditions to the Government will be validated and forwarded during nights, weekends, and holidays. Identify who in the Offeror's organization will be responsible for preparing the required reports. Describe the documentation (including format and software) to be maintained by the Offeror that will be made available to the Government for review and inspection.

(g) Training. Discuss the training program for new hires, on-going training for employees, and plans to provide training relative to technical or managerial advancements.

(h) Safety. Discuss the firm's approach to implementing safety. The offeror will discuss their compliance strategy to fulfill all the provisions contained in the Internal Revenue Service and OSHA regulations and directives. Address how safety awareness will be maintained and how safety inspections of work places and practices will be enforced and inspected.

(i) Security. Demonstrate a basic understanding of security requirements to include site access and clearances. Describe the processes of:

- How security awareness will be maintained
- How security of spaces specifically under the control of the offeror will be maintained.
- How personnel will provide the documentation to meet the requirements for "Staff-like" access.
- How offeror's infrequent and intermittent access personnel will be managed.

(j) Warranties. Discuss how equipment and facility component warranties issues will be handled. Identify how the craft person will know if an item is under warranty and how the guarantor of the warranty will be notified of warrantee issues, how all issues will be tracked, and final resolution of the warrantee issue.

(k) Computerized Maintenance Management Systems. Discuss their ability to utilize the CMMS system as required by PWS section 3.17. In addition, discuss how the system will be used to document all contract work.

(l) Work Performance, Coordination and Scheduling. Discuss offeror scheduling procedures to demonstrate an ability to comply with the requirements at PWS section 3.20

(m) Historical Preservation. Identify management procedures designed to assure compliance with the historical preservation requirements listed in PWS section 3.21.

Sub-Factor 2 - Quality Control Plan.

Attach the offeror's Quality Control Plan (QCP) developed specifically to measure and assure quality delivery of services for this solicitation. The QCP must address all the PWS requirements listed in PWS section 3.12 Describe the offeror's approach to achieve quality. In addition discuss how the offeror provides and maintains an effective, up-to-date, and documented system that detects incidents of non-conformance, causes of non-conformance, and correction of non-conformance incidents. Also discuss how the offeror will implement any personnel quality changes or procedural changes associated with preventing reoccurrence of quality problems. Discuss who within the firm will perform the annual quality control inspection and provide an indication of the process to be used in performing the required annual inspection. If the offeror is currently ISO 9000 certified at other locations, provide specific information on registration and locations applicable to the registration.

As part of the proposal to the solicitation, the Service Provider shall submit a copy of their QCP plan. The QCP shall be a plan for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the Government quality assurance inspectors point out the deficiencies. QCP Service Provider shall identify all on-site personnel who will be performing routine QCP inspections by position title and type of inspection each shall perform. All QCP inspections shall be performed by supervisory personnel or work leaders.

Sub-Factor 3 - Phase-in/out Plan.

Discuss all requirements contained in PWS section 3.11. Attach the offeror's Phase-in Plan developed specifically to prepare for the full delivery of services to meet the requirements of this solicitation. The plan shall include milestone charts and address all of the requirements in PWS paragraph 3.11.1. Discuss how phase-in inspections will be performed and the criteria to be used to determine existing conditions and deficiencies. Address how the correction of deficiencies will be staffed, scheduled, and performed. The plan shall have sufficient detail to identify all phase-in actions, documentation, and staffing proposed to prepare the workforce to assume full operations at the end of the phase in period.

Sub-Factor 4 - Contingency Plan.

Attach the Offeror's contingency plan developed specifically to demonstrate any impacts on Government operations or the offeror's ability to perform work associated with the contract under contingencies such as strikes, walkout, wildcat strikes or shut down of operations. The plan shall include the description of the procedures that will be used to provide continual service without interruption to the customer. The contingency plan shall address how the Service Provider will mitigate the planned and unplanned events and situations described below. The plan shall describe the response (both initial and subsequent) to the situation to assure continued operations, identify the potential resource requirements, identify how additional resources will be obtained, and describe the processes or approaches of communication and coordination needed with the Government for the following situation:

- (1) Recruitment and hiring difficulties
- (2) Strikes by employees (does not apply to Government), sub-Service Providers, and major vendors used in support of this PWS
- (3) Natural and man-made disasters
- (4) Adverse weather conditions

Note: The MEO is not required to provide information concerning a labor strike plan.

Sub-Factor 5 – Small and Disadvantaged Business Subcontracting Participation Factor

- a. As a part of its initial offer, all offerors (other than small businesses and the MEO) shall prepare and submit a proposed small business and small disadvantaged business subcontracting plan, as prescribed in FAR 52.219-9 and outlined in Section J, Attachment 9, Department of the Treasury Small, HUBZone Small, Small Disadvantaged and Women-Owned Small & Service Disabled Veteran-Owned Small Business Subcontracting Plan Outline. The goals stated in this attachment are applicable to this procurement and should be utilized for developing a subcontracting plan in response to this Request for Proposal. The subcontracting plan must be accepted by the Government prior to award, and shall be made a part of any resultant contract. In addition to this attachment, offerors shall also provide a record of previous performance in carrying out the goals of subcontracting plans during the past five (5) years.
- b. Include a copy of the offeror's FY2003 SF294 and SF295 subcontract reports.
- c. If the offeror has had no previous contracts requiring a subcontracting plan, please include a statement to that effect in the proposal.
- d. The offeror shall select proposed subofferors (including suppliers) on a competitive basis to the maximum extent practicable consistent with the objectives and requirements of the solicitation. Competitive solicitation of proposed subofferors shall be discussed in this section. Non-competitive selection of proposed subofferors must be justified.
- e. Unless expressly provided in any resulting contract, award of the contract shall not be construed as the consent or authorization by the IRS to the selection of any proposed subofferor.

Section 3 - Staffing Plan

The Staffing Plan should provide insight into the offeror's staffing approach to the stated PWS requirements contained in PWS section 3.6 to insure successful mission performance throughout the life of this contract. It shall also give the Government insight into the offeror's ability to staff, manage, and schedule personnel to meet all requirements of this contract. The staffing plan shall reflect the staffing identified in Attachment L-3 and the Detailed Staffing Proposal required as part of Technical Plan.

Sub-Factor 1 - Organizational Structure.

Provide an organization chart showing all project personnel by position title. Provide position titles, the numbers, trades and skill levels of personnel in each position (e.g., journeyman electrician – 2, apprentice electrician – 1, etc). The chart should show the lines of supervisory control of the various elements of the organization and show the number of personnel in each position by trade. Include proposed subcontractors in the organization chart to demonstrate the lines of management and control over the subcontractors.

(a) Personnel.

- (i) **Program Manager/On-site Project Managers (Key Personnel).** Provide a position description and identify the minimal qualification standards required in order for an individual to be considered for the Key Personnel position including the Corporate Project Manager and all on-site Project Managers. Minimum standards can be located in PWS paragraph 3.5. Identify the authority/limits and dollar level/limit of financial commitment of each of the levels to hire or replace personnel, enter into subcontract arrangements, purchase materials and equipment, and negotiate task orders and contract changes. The position description requirements will be incorporated into the resulting contract or Letter of Obligation. Failure of the Service Provider to provide an individual who does not meet the minimum qualifications listed in the position description incorporated in the Service Provider agreement will place the Service Provider in a state of non-

compliance / nonperformance with agreement requirements and subject to the remedies which the contract or Letter of Obligation authorizes the Government.

- (ii) **Other Key Personnel.** In addition to the Program Manager/on-site Project Managers, identify any other personnel positions considered to be key personnel in the offeror's organization. Provide a proposed position description, identify the minimal qualification standards required in order for an individual to be considered for the position, description of the scope of work, level of responsibility, skill, and certifications required of the person who will fill the position.
- (iii) **Other Project Personnel.** Provide proposed position description, and identify the minimal qualification standards required in order for an individual to be considered for the position, descriptions of all additional project personnel to include a description of the scope of work, level of responsibility, skill, licenses, and certifications required of the person who will fill the position.
- (iv) **Specialized Equipment Maintenance.** Identify the person and or firm(s), if subcontracted, that will perform the specialized equipment maintenance. Provide evidence that the proposed individuals and/or firms currently have the required manufacturer's certification.

Sub-Factor 2 - Personnel Scheduling.

The Offeror shall identify how personnel will be scheduled to meet the required on-site staffing hours. The proposal shall identify the length of work periods, the skills that will be available during each period, and any standby/recall procedures that will be placed into effect to augment shift staffing. Provide details regarding shift schedules for all 24 hour-a-day work campus, and any shifts that are not a standard eight-hour day (i.e. 7:30 a.m. -4:00 p.m.). Specifically address the number of personnel per shift, start and stop time of each shift, and provide an example of one complete monthly shift rotation schedule for each 24-hour work site location.

Sub-Factor 3. - Personnel Recruitment. Submit a description of the recruitment and employment methods the offeror will use to staff its organization, initially and during the contract period. Include a table of personnel sources, noting the percentage of the total workforce to be recruited from the following sources:

- Offeror's own resources
- Government current workforce
- Outside recruitment

L.11.3.3. Cost/Price Proposal – Volume III

COST/PRICE PROPOSAL

Each hard copy of the offeror's price proposal shall be in a loose-leaf, 3 ring binder. One original and two hard copies of the price proposal shall be provided along with three copies on 3 ½" floppy disks or CD-ROM disks in Microsoft Excel (2000 version or higher), or Microsoft Word for the text portions of the price proposal. The Government shall also include the price estimate electronically prepared in the most current COMPARE software version as of the proposal submission date. The MEO shall provide three hardcopies of their price proposal. The MEO shall provide any supplemental pricing data in Microsoft Excel (2000 version or higher) or Microsoft Word for the text portions of the price proposal. Some costs are calculated outside of the COMPARE software and manually entered into the program. To the extent that these costs (e.g., overtime and other labor premium costs, minor items, travel, and subcontracts) are proposed, additional spreadsheets shall be prepared to comply with the instructions below and submitted with the MEO's price proposal. The MEO needs to provide support for its proposed administration costs for the IDIQ work maximum potential award of \$2 million for evaluation purposes. Supporting documentation needs to be provided to support this calculation for the Basic and Four Option years.

The MEO shall submit a copy of its certified Standard Competition Form (SCF) and also the password to access its electronic COMPARE files.

1. General

These instructions are intended to assist in submitting information other than cost or pricing data that is required to substantiate price reasonableness and cost realism of the offeror's proposed price. Certified cost or pricing data is not required but in accordance with FAR 15.403-3, Requiring Information Other Than Cost or Pricing Data, the Contracting Officer may request additional information other than what is provided in the cost proposal. The offeror's cost proposal shall be prepared and submitted in accordance with the following requirements. The format and content requirements provided herein apply equally to both the prime contractor as well as any subcontractors/team members/consultants. Any inconsistency, whether real or apparent, between promised performance and estimated cost should be explained in the proposal. Any significant inconsistency raises a fundamental issue of the offeror's understanding of the nature and scope of the work required and the ability to perform the contract, and may be grounds for rejection of the proposal. The burden of proof as to the reasonableness and the realism of proposed costs and prices rests with the offeror.

2. Pricing Information

The cost proposal shall contain a detailed breakdown of all costs and a complete and traceable description of all costs. Supporting schedules must fully identify the costs that comprise the individual CLIN and Sub-CLIN prices. The individual cost elements must be clearly traceable to the individual CLIN and Sub-CLIN prices. A detailed description of the basis of the costs shall be described and supporting data for the proposed costs provided and/or described as appropriate to support price reasonableness and cost realism. Sufficient information should be provided in an offeror's price proposal to allow comparison to an offeror's technical proposal to assist in substantiating cost realism. The cost proposal shall include subtotals and totals for costs within a contract period when applicable and for each contract period. Completed Section B, Supplies or Services and Prices/Costs, shall be included in the cost proposal. In addition to including completed Section B tables, the attached Pricing by Contract Line Item Number (CLIN) shall be included by completing Figure L-4 for the Base Period, each Option Year and Phase-In Period. Furthermore, L-5 SUM should be completed for the totals of the Sub-CLIN for each site for the Base Period, each Option Year and Phase-In Year. Finally, the Sub-CLIN pricing sheets should be completed (Figure L-5 through L-10) for each of the five major tasks (On-Site Project Management, Facility Operations, Building System Water Treatment, Basic Service Calls and Preventative Maintenance) for the Base Period, all Option Periods and Phase-In Period for each of the six sites. These schedules are required of all offerors including the MEO. Additional cost schedules should be provided as necessary and as determined by the offeror to meet the pricing requirements described in these pricing notes and to provide the necessary information and support for the offeror's cost proposal.

- (a) All Service Providers must provide support of the proposed price for the Administration Costs associated with the placement, evaluation and administration for all the tasks orders issued under the authority of Performance Work Statement paragraph 4.3 for all combined sites for a potential maximum IDIQ amount of \$2 million for evaluation purposes. All factors for each indirect rate and/or any material handling needs to be identified by individual cost element and any applied profit with supporting documentation. Proposed pool and base information for all indirect factors showing actual rates incurred in the past, approved DCAA rates, if applicable and a budget for the proposed indirect rates for Base and Four Option Periods.

3. Instructions for Individual Cost Elements

The supporting data submitted must be the data used by the offeror for pricing and that firmly and fully supports price reasonableness and cost realism of the offeror's proposed costs and prices. Most of the supporting data referenced below is mutually exclusive depending on how proposed costs are derived by the offeror. The referenced supporting data are some of the most common examples and are not all inclusive. Any of the below instructions that directly conflict with the requirements of OMB Circular A-76 are to be ignored by the MEO.

(a) Labor Rates

The base unloaded labor rate and each individual loading factor should be separately identified. Provide supporting rationale and methodology used for labor rate development. For non-Service Contract Act (SCA) labor rates, attach supporting data for the labor rates. Include documentation from DCAA or other cognizant Government audit office if proposed labor rates are approved forward pricing rates.

Alternatively, if documentation is not available, provide the name of the audit office, contact person, and telephone number for verification of the labor rates. Provide copies of payroll records, acceptance letters with agreed-to salaries for contingent hires, historical labor rate data, or other supporting data as appropriate. Address any uncompensated overtime that may be included in the labor rates. A narrative justification of the reasonableness and realism of labor rates should be provided if necessary.

Employees may be exempt from the SCA if they are employed in a bona fide executive, administrative, or professional capacity as those terms are defined in 29 C.F.R. Part 541 and FAR 22.1001. Offerors shall identify whether each staffing position is exempt or non-exempt and the level and title of the labor category for non-exempt categories. Even though the MEO in-house personnel are not subject to the Service Contract Act, its personnel are subject to the Fair Labor Standards Act which provides for similar labor classifications of exempt and non-exempt employees and escalation.

Do not escalate or provide any contingencies for those labor classifications that are subject to the SCA per FAR 52.222-41. See FAR 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Options Contracts) for allowances and adjustments to the SCA labor rates. Identify in your cost proposal which labor classifications will fall under the SCA. Only escalate the exempt rates for the option years. The General schedule (GS) salary table is in effect for the calendar year while the Federal Wage System (FWS) pay table is effective for twelve months beginning in any month of the year. Inflation factors are to be applied on the anniversary date of the Wage Determination in question. While for GS employees this means that the inflation factors are applied in January of each year (because GS pay schedules are adjusted in January; for FWS employees the inflation factors are applied on the anniversary of the FWS Wage Determination).

(b) Burden and Indirect Rates

Provide a table identifying all proposed burden and indirect rates and associated cost centers. Identify the fiscal year-end date. If the rates are blended rates, also show the proposed rates by offeror fiscal year. If available, provide supporting documentation from the cognizant Government audit agency if the rates are approved forward pricing rates, or from the Administrative Contracting Officer if appropriate. Identify the cognizant Government audit office, the name of a contact if known, and telephone number. Otherwise, provide supporting rationale and methodology used for indirect rate development. Provide historical rates for the most recently completed two fiscal years. Provide budgetary data if budgetary data was used in computing the rates. Show the composition of each burden and indirect expense pool proposed. List the elements of each pool, amount of each element, base, rate and include any other supporting data which supports the computation of the rates and the realism of the rates. Identify the bases that the indirect rates are applied to. Offerors must support the realism of newly formulated burden and indirect rates.

(c) Subcontractors and Consultants

Include a listing of subcontractors. The proposal shall include subcontract cost data in the same level of detail as required for the offeror. Subcontracting costs shall be supported. In accordance with the Federal Acquisition Regulation (FAR) Part 15, it is the responsibility of the prime contractor and higher-tier subcontractor (if applicable) to review and evaluate the reasonableness and realism of subcontract cost data and furnish the results of such review and evaluation to the government as part of the offeror's cost proposal. Include these analyses as part of your own price proposal submissions including data other than cost or pricing data submitted by subcontractors for dollar amounts that meet the dollar threshold as described in FAR Part 15.404-3. Subcontractors not willing to submit data to the prime contractor may submit this data directly to the Government, or the data may be submitted to the prime contractor in a

sealed envelope to forward to the Government. Provide data showing the degree of competition and the basis for establishing the source and reasonableness of price for those acquisitions priced on the basis of adequate price competition. If applicable, provide a detailed listing of consultants and rationale for selection. Identify the corresponding labor category for each proposed consultant. Include your analysis that establishes the reasonableness of the proposed hourly rates for consultants.

(d) Equipment and Materials

Provide a consolidated priced summary of individual quantities proposed and the basis for pricing (vendor quotes, invoice prices, purchase order, etc.). For all items proposed, identify the item and show the source, quantity, and price. A detail description of the basis of pricing and the determination of reasonableness should be provided. For those items based on competition, provide data showing the degree of competition and the basis of selection. For other items, provide the basis for establishing the source and reasonableness of price.

(d) All Other Costs

Identify the type, quantities, prices and amount of all other costs not identified above. Provide data showing the basis for establishing source and reasonableness of price. Provide a summary of your cost or price analysis.

(e) Escalation

Address all escalation rates used to prepare the price proposal broken out by year and functional category. Explain how the escalation was applied or calculated

6. Additional IDIQ pricing instruction

All costs associated with the placement, evaluation and administration for all task orders issued under the authority of Performance Work Statement paragraph 4.3 and Section I Clause I.3 – “52.216-18 ORDERING (Oct 1995)” are to be included in the Firm Fixed Price effort. The cost estimates for all costs to administer the estimated IDIQ work must be identified by individual cost element and any applied profit with supporting documentation. All factors for each indirect rate and any material handling need to be identified separately to support the anticipated task orders under the IDIQ portion of the work. When future task orders are issued no pass through cost and profit will be allowed on these orders. The task orders will be agreed upon costs for subcontracting costs, direct material costs and/or direct labor costs by the contractor only with no loading factors.

7. FAR 9.1 Responsible Prospective Contractors

For financial capability determination, the offeror shall submit as part of its price proposal, its certified financial statements for the two prior fiscal years and the current year-to-date statements. If the offeror is a partnership or joint venture, each of the companies that make-up the offeror shall submit its certified financial statements for the two prior fiscal years and the current year-to-date statements. The financial statements shall include, as a minimum, Balance Sheet, Income Statement, Statement of Cash Flows, and related explanatory notes. If the offeror does not have certified financial statements, compiled or reviewed statements shall be submitted. Additionally, each offeror shall provide sources of capital, e.g., lines of credit, corporate capital infusion, etc. Detail information should be submitted on lines of credit to include the name of the financial institution, total amount, amount outstanding, and name and telephone number of a contact at the financial institution.

L.12. PROVISION UNIQUE TO THE AGENCY TENDER

The Agency Tender is not required to include the following:

- a labor strike plan;
- a small business strategy;
- a subcontracting plan goals;

- licensing or other certifications; and
- past performance information

L.13. TECHNICAL LIBRARY

A technical library is available until the proposal due date for offerors to view data that was not made available with the solicitation. Technical library publications and materials can be viewed on site by contacting the point of contact listed below. Due to security reasons, reproduction or removal of publications and materials from the site location are prohibited. Offerors shall not direct any questions pertaining to this solicitation to the Technical Library Representative.

Point of Contact: Theodore Kutzlo Phone number: (202) 283-6933

L.14 LIST OF ATTACHMENT IN SECTION L

1. Attachment L-1, Transmittal Letter for Past Performance Questionnaire, 1 page
2. Attachment L-2, Past Performance Questionnaire, 6 pages
3. Attachment L-3, Detailed Staffing Proposal, 6 pages
4. Attachment s L-4 thru L-10 Internal Revenue Service Pricing Instructions

NOTE: The Contracting Officer is the only person who can legally obligate the Government for the expenditure of public funds. Costs shall not be incurred by offerors in the preparation of its proposal in anticipation of receiving direct reimbursement from the Government.

ATTACHMENT L-1

Transmittal Letter to Accompany Present/Past Performance Questionnaire
[TO BE SENT ON COMPANY'S LETTERHEAD]

FROM: [OFFEROR'S FIRM'S NAME, ADDRESS AND POINT ON CONTACT]

SUBJECT: Present/Past Performance Questionnaire for Contract(s)

[ADDRESS TO THE CONTRACT POINT OF CONTACT]

We are currently responding to the Internal Revenue Service (IRS) solicitation for Facilities Operations and Maintenance for the IRS six (6) Facilities located throughout the country. We have identified subject contract(s) as relevant to this acquisition and you as our Point of Contact.

As such, please take a few moments of your time to fill out the attached questionnaire (5 pages) and send it directly to the Contracting Officer at the following address:

Internal Revenue Service
Attn: Brian Neiheisel, A:P:I:S
Constellation Centre
6009 Oxon Hill Road, Room 500
Oxon Hill, MD 20745

Since the attached questionnaire will be used in the source selection evaluation process, we request that you complete them so as to be received by the contracting office by the solicitation closing date.
[Offerors insert RFP closing date]

The information contained in the completed Present/Past Performance Questionnaire is considered sensitive and cannot be released to us, the offeror. If you have any questions about the acquisition or the attached questionnaire, please direct them to Brian Neiheisel at 202-283-1416. Your timely response to this matter is greatly appreciated. Thank you.

Sincerely,

[Offeror's signature]
[Title]

ATTACHMENT L-2**Past Performance Questionnaires**

Contractor:_____

Contract Number:_____Contract Type:_____

Description of Service:_____

Period of Performance:_____

Contract Value at Award (including options):_____

Current Contract or Contract Completion Amount:_____

Performed as: ☐ Prime ☐ Subcontractor on contract mentioned above.**[TO BE COMPLETED BY THE CONTRACTOR PERFORMANCE EVALUATOR]**

Name of Evaluator:_____

Office Symbol and Organization:_____

Phone:_____Fax Number:_____

Address:_____

Position and Title:_____

Dates of Involvement in Contract Referenced Above:_____

Date Questionnaire Completed:_____

INSTRUCTIONS:

The following questions are of two types: YES/NO and RATING. Circle your answer to each question.

- With the exception of item #43, the YES/NO questions should be supplemented with explanatory narrative if "YES" is circled. Item #43, explain if answer is no.
- When responding to the RATING-type questions, choose the corresponding letter(s) that most accurately describes the contractor's performance or situation. If the question is not applicable, circle "N/A". Responses to the RATING questions should be supplemented with explanatory narrative as well, if necessary.

RATING CATEGORY

EXCEPTIONAL: Indicates the company's performance or situation within the area of evaluation clearly EXCEEDS ALL contractual requirements/expectations (as applicable).

VERY GOOD: Indicates the company's performance or situation within the area of evaluation EXCEEDS SOME contractual requirements/expectations (as applicable) while MEETING ALL OTHER contractual requirements/expectations (as applicable).

SATISFACTORY: Indicates the company's performance or situation within the area of evaluation MEETS ALL contractual requirements/expectations (as applicable).

MARGINAL: Indicates the company's performance or situation within the area of evaluation MEETS ALL CRITICAL contractual requirements/expectations (as applicable) and DOES NOT MEET OTHER NON CRITICAL contractual requirements/expectation (as applicable). Requires minor Agency resources to ensure achievement of contractual requirements.

UNSATISFACTORY: Indicates the company's performance or situation within the area of evaluation DOES NOT MEET ONE OR MORE CRITICAL contractual requirements/expectations (as applicable). Requires major Agency resources to ensure achievement of contractual requirements.

N/A=NOT APPLICABLE
S=SATISFACTORY

U=UNSATISFACTORY
VG=VERY GOOD

M=MARGINAL
E=EXCEPTIONAL

MANAGEMENT:

1. Subcontract management	N/A	U	M	S	VG	E
2. Overall Management performance	N/A	U	M	S	VG	E
3. Effective Communication	N/A	U	M	S	VG	E
4. Government property control	N/A	U	M	S	VG	E
5. Appropriate staffing levels for the services provided	N/A	U	M	S	VG	E
6. Appropriate experience/mix of skills for services provided	N/A	U	M	S	VG	E
7. Appropriate Employee Competence Levels	N/A	U	M	S	VG	E
8. Ability to effectively control the entire contract effort	N/A	U	M	S	VG	E
9. Contract start-up (mobilization) transition	N/A	U	M	S	VG	E
10. Stability in the Contractor's Workforce (frequency of personnel changes, turn over/capture rates, etc.)	N/A	U	M	S	VG	E
11. Working relationship with the Government	N/A	U	M	S	VG	E
12. Responsiveness/timeliness to Government requirements	N/A	U	M	S	VG	E
13. Knowledge/expertise demonstrated by contractor personnel	N/A	U	M	S	VG	E
14. Ability to simultaneously manage multiple projects with multiple disciplines	N/A	U	M	S	VG	E
15. Ability to assimilate and incorporate changes in requirements and/or priority	N/A	U	M	S	VG	E
16. <u>Ability to identify</u> problems in						
a) Management (relative to the contract)	N/A	U	M	S	VG	E
b) Personnel (quantity and/or quality)	N/A	U	M	S	VG	E
c) Scheduling Projects	N/A	U	M	S	VG	E
d) Quality Control	N/A	U	M	S	VG	E
17. <u>Willingness to resolve</u> the above problems in						
• Management (relative to the contract)	N/A	U	M	S	VG	E
• Personnel (quantity and/or quality)	N/A	U	M	S	VG	E
• Scheduling Projects	N/A	U	M	S	VG	E
• Quality Control	N/A	U	M	S	VG	E

18. Ability to resolve the above problems in
- | | | | | | | |
|---|-----|---|---|---|----|---|
| (a) Management (relative to the contract) | N/A | U | M | S | VG | E |
| (b) Personnel (quantity and/or quality) | N/A | U | M | S | VG | E |
| (c) Scheduling Projects | N/A | U | M | S | VG | E |
| (d) Quality Control | N/A | U | M | S | VG | E |
19. Demonstration of ability to work independent of outside (government or other) guidance
- | | | | | | | |
|--|-----|---|---|---|----|---|
| | N/A | U | M | S | VG | E |
|--|-----|---|---|---|----|---|
20. Exhibited knowledge of and compliance with government (or other) regulations and industry standards
- | | | | | | | |
|--|-----|---|---|---|----|---|
| | N/A | U | M | S | VG | E |
|--|-----|---|---|---|----|---|
21. Have there been any violations of Public Law, especially of the Service Contract? (If YES, please explain in "REMARKS").
- | | | |
|--|-----|----|
| | YES | NO |
|--|-----|----|
22. To your knowledge, has contractor had any contracts terminated for default? (If YES, please explain in "REMARKS").
- | | | |
|--|-----|----|
| | YES | NO |
|--|-----|----|
23. Has your organization ever elected to not exercise an option due to subject contractor's poor performance? (If YES, please explain in "REMARKS").
- | | | |
|--|-----|----|
| | YES | NO |
|--|-----|----|
24. Facilities has 10,000 square feet or greater of mini or mainframe computer room space in one building
- | | | |
|--|-----|----|
| | YES | NO |
|--|-----|----|
25. Facilities has 400,000 to 600,000 square feet of office space with building populations of more than 1,500 personnel.
- | | | |
|--|-----|----|
| | YES | NO |
|--|-----|----|
26. Home office responsiveness to government requests
- | | | | | | | |
|--|-----|---|---|---|----|---|
| | N/A | U | M | S | VG | E |
|--|-----|---|---|---|----|---|
27. What do you think is the Contractor's strongest management attribute and why?

28. What is the Contractor's weakest management attribute and why? Did the Contractor correct, or attempt to correct the weaknesses?

QUALITY

29. Contractor's accomplishment in meeting the quality standards for:
- Technical Performance
 - Administrative Performance
- N/A U M S VG E
N/A U M S VG E
30. Were modifications issued due to contractor failure to meet technical requirements and/or delivery/cost schedules? (If YES, explain in "REMARKS").
- YES NO
31. Has a cure notice ever been issued? (If YES, explain in "REMARKS").
- YES NO
32. Has a show-cause letter ever been issued? (If YES, explain in "REMARKS").
- YES NO
33. Did the Contractor meet or exceed the quality standards required for building operations, preventative maintenance, and repair of facilities and the installed complex equipment such as large Rotating Uninterrupted Power Systems (RUPS), emergency generators, central chilled water plants, and heating boiler systems.
- N/A U M S VG E
34. Compliance with accepted Quality Control Plan
- N/A U M S VG E
35. Has the Contractor ever failed to control service quality? (If YES, explain in "REMARKS")
- YES NO

SAFETY

36. Adherence to all safety regulations.
- N/A U M S VG E
37. Have there been any safety violations/serious accidents? (If YES, explain in "REMARKS").
- YES NO
38. Have there been any indications that the Contractor has experienced financial problems? (If YES, explain in "REMARKS").
- YES NO

FINANCIAL MANAGEMENT

39. Has there been any indication that the Contractor failed to plan/obtain adequate funding for your contract? (If YES, explain in "REMARKS")
- YES NO

COST

40. Ability to meet the terms of the contract within the contractually-agreed price(s)
- N/A U M S VG E
41. Have there been any disputes/claims relative to the contract? (If YES, explain in "REMARKS").
- YES NO
42. Have contract concessions/changes ever been made due to contractor's failure to accurately estimate costs? (If YES, explain in "REMARKS").
- YES NO

GENERAL

- | | | | | | | |
|---|--|---|----|---|----|---|
| 43. Contractor's Overall Cooperation | N/A | U | M | S | VG | E |
| 44. Contractor's Overall Performance | N/A | U | M | S | VG | E |
| 45. Would you award similar contracts to this contractor? (If NO, explain in "REMARKS"). | YES | | NO | | | |
| 46. Please list other federal contracts of which you are aware where this contractor performs or has performed. | Please list on separate sheet of paper | | | | | |
| 47. Has the referenced contract provided by this contractor demonstrate their proficiency in maintaining, repairing, and operation of complex building systems as the prime contractor as follows: a minimum type and sizes of complex building systems such as a Chiller plant with greater than 1200 tons of capacity, central UPS systems greater than 200 KW, centralized building energy management and BAS systems, centralized emergency generators greater than 300 KW, similar CMMS systems as those to be furnished by the Government, high voltage electrical testing, building automation systems (for fire, HVAC, lighting, etc.), water treatment, and elevators, etc...? | YES | | NO | | | |
| | YES | | NO | | | |
| 48. A Minimum of 2 locations with contracts requiring on-site 24/7 X 365 Operations and Maintenance | YES | | NO | | | |
| 49. As a minimum, one historical building of at least 200,000 square feet. | | | | | | |

ADDITIONAL REMARKS: (Please use additional sheet of paper if necessary)

ATTACHMENT L-3

DETAILED STAFFING PROPOSAL

OUTCOME: *For the Service Provider to perform operations, maintenance and repair at the IRS Campus in Fresno, California*

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.1	Facilities Operations						
3.1.1 - 3.1.3	Develop and Implement Building Operations Plan						
3.1.4-3.1.5	Perform Equipment checks						
3.1.6	Perform snow removal		Not Required				
3.1.7	Maintain equipment rooms						
3.2	Building Systems Water Treatment						
3.2.1	Initial water testing and treatment						
3.2.2	Independent monthly water testing						
3.2.3	Perform weekly water treatment checks						
3.3	Service Calls						
3.3.3.1	Respond to and complete Emergency service calls						
3.3.3.2	Respond to and complete Hot/Cold service calls						
3.3.3.3	Respond to and complete Urgent service calls						
3.3.3.4	Respond to and complete Routine service calls						
3.4	Preventive Maintenance and Certification						
3.4.2 & 3.4.4	Schedule, perform, and document preventive maintenance						
3.4.3	Maintain equipment inventory						
3.4.6 & 3.4.7	Schedule, perform, and document equipment certification						
3.4.8	Perform and document infrared testing						
3.5 – 3.5.2	Provide Project Management						

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.5.1 – 3.5.6, 3.9.1 – 3.9.3	Provide project manager						
3.10.1 – 3.10.8.4	Meet all environmental requirements						
3.11	Provide phase-in and phase-out						
3.14 and TE- 6	Provide Reports and Submittals						
3.14 & TE 6	Provide pre-start-up submittals						
3.14 & TE 6	Provide Monthly Summary Reports						
3.12	Provide Quality Control Program						
3.12	Provide QCP with proposal						
3.12, 3.12.4 and C.12.5	Perform and document QC inspections; correct deficiencies						
3.12.3	Perform annual executive QC inspection						
4.1	Perform additional services						
4.6	Provide monthly status report						

ATTACHMENT L-3

DETAILED STAFFING PROPOSAL

OUTCOME: *For the Service Provider to perform operations, maintenance and repair
at the IRS Headquarters, Washington, DC*

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.1	Facilities Operations						
3.1.1 - 3.1.3	Develop and Implement Building Operations Plan						
3.1.4- 3.1.5	Perform Equipment checks						
3.1.6	Perform snow removal		Not Required				
3.1.7	Maintain equipment rooms						
3.2	Building Systems Water Treatment						
3.2.1	Initial water testing and treatment						
3.2.2	Independent monthly water testing						
3.2.3	Perform weekly water treatment checks						
3.3	Service Calls						
3.3.3.1	Respond to and complete Emergency service calls						
3.3.3.2	Respond to and complete Hot/Cold service calls						
3.3.3.3	Respond to and complete Urgent service calls						
3.3.3.4	Respond to and complete Routine service calls						
3.4	Preventive Maintenance and Certification						
3.4.2 & 3.4.4	Schedule, perform, and document preventive maintenance						
3.4.3	Maintain equipment inventory						
3.4.6 & 3.4.7	Schedule, perform, and document equipment certification						
3.4.8	Perform and document Infrared testing						
3.5 – 3.5.2	Provide Project Management						
3.5.1 – 3.5.6, 3.9.1	Provide project manager						

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
– 3.9.3							
3.10.1 – 3.10.8.4	Meet all environmental requirements						
3.11	Provide phase-in and phase-out						
3.14 and TE-6	Provide Reports and Submittals						
3.14 & TE 6	Provide pre-start-up submittals						
3.14 & TE 6	Provide Monthly Summary Reports						
3.12	Provide Quality Control Program						
3.12	Provide QCP with proposal						
3.12, 3.12.4 and C.12.5	Perform and document QC inspections; correct deficiencies						
3.12.3	Perform annual executive QC inspection						
4.1	Perform additional services						
4.6	Provide monthly status report						

ATTACHMENT L-3

DETAILED STAFFING PROPOSAL

OUTCOME: *For the Service Provider to perform operations, maintenance and repair at the IRS Campus in Covington, Kentucky*

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.1	Facilities Operations						
3.1.1 - 3.1.3	Develop and Implement Building Operations Plan						
3.1.4- 3.1.5	Perform Equipment checks						
3.1.6	Perform snow removal						
3.1.7	Maintain equipment rooms						
3.2	Building Systems Water Treatment						
3.2.1	Initial water testing and treatment						
3.2.2	Independent monthly water testing						
3.2.3	Perform weekly water treatment checks						
3.3	Service Calls						
3.3.3.1	Respond to and complete Emergency service calls						
3.3.3.2	Respond to and complete Hot/Cold service calls						
3.3.3.3	Respond to and complete Urgent service calls						
3.3.3.4	Respond to and complete Routine service calls						
3.4	Preventive Maintenance and Certification						
3.4.2 & 3.4.4	Schedule, perform, and document preventive maintenance						
3.4.3	Maintain equipment inventory						
3.4.6 & 3.4.7	Schedule, perform, and document equipment certification						
3.4.8	Perform and document Infrared testing						

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.5 – 3.5.2	Provide Project Management						
3.5.1 – 3.5.6, 3.9.1 – 3.9.3	Provide project manager						
3.10.1 – 3.10.8.4	Meet all environmental requirements						
3.11	Provide phase-in and phase-out						
3.14 and TE-6	Provide Reports and Submittals						
3.14 & TE 6	Provide pre-start-up submittals						
3.14 & TE 6	Provide Monthly Summary Reports						
3.12	Provide Quality Control Program						
3.12	Provide QCP with proposal						
3.12, 3.12.4 and C.12.5	Perform and document QC inspections; correct deficiencies						
3.12.3	Perform annual executive QC inspection						
4.1	Perform additional services						
4.6	Provide monthly status report						

ATTACHMENT L-3

DETAILED STAFFING PROPOSAL

OUTCOME: *For the Service Provider to perform operations, maintenance and repair at the IRS Campus in Philadelphia, Pennsylvania*

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.1	Facilities Operations						
3.1.1 - 3.1.3	Develop and Implement Building Operations Plan						
3.1.4- 3.1.5	Perform Equipment checks						
3.1.6	Perform snow removal		Not Required				
3.1.7	Maintain equipment rooms						
3.2	Building Systems Water Treatment						
3.2.1	Initial water testing and treatment						
3.2.2	Independent monthly water testing						
3.2.3	Perform weekly water treatment checks						
3.3	Service Calls						
3.3.3.1	Respond to and complete Emergency service calls						
3.3.3.2	Respond to and complete Hot/Cold service calls						
3.3.3.3	Respond to and complete Urgent service calls						
3.3.3.4	Respond to and complete Routine service calls						
3.4	Preventive Maintenance and Certification						
3.4.2 & 3.4.4	Schedule, perform, and document preventive maintenance						
3.4.3	Maintain equipment inventory						
3.4.6 & 3.4.7	Schedule, perform, and document equipment certification						
3.4.8	Perform and document Infrared testing						
3.5 – 3.5.2	Provide Project Management						

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.5.1 – 3.5.6, 3.9.1 – 3.9.3	Provide project manager						
3.10.1 – 3.10.8.4	Meet all environmental requirements						
3.11	Provide phase-in and phase-out						
3.14 and TE-6	Provide Reports and Submittals						
3.14 & TE 6	Provide pre-start-up submittals						
3.14 & TE 6	Provide Monthly Summary Reports						
3.12	Provide Quality Control Program						
3.12	Provide QCP with proposal						
3.12, 3.12.4 and C.12.5	Perform and document QC inspections; correct deficiencies						
3.12.3	Perform annual executive QC inspection						
4.1	Perform additional services						
4.6	Provide monthly status report						

ATTACHMENT L-3

DETAILED STAFFING PROPOSAL

OUTCOME: *For the Service Provider to perform operations, maintenance and repair at the IRS Campus in Austin, Texas*

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.1	Facilities Operations						
3.1.1 - 3.1.3	Develop and Implement Building Operations Plan						
3.1.4- 3.1.5	Perform Equipment checks						
3.1.6	Perform snow removal						
3.1.7	Maintain equipment rooms						
3.2	Building Systems Water Treatment						
3.2.1	Initial water testing and treatment						
3.2.2	Independent monthly water testing						
3.2.3	Perform weekly water treatment checks						
3.3	Service Calls						
3.3.3.1	Respond to and complete Emergency service calls						
3.3.3.2	Respond to and complete Hot/Cold service calls						
3.3.3.3	Respond to and complete Urgent service calls						
3.3.3.4	Respond to and complete Routine service calls						
3.4	Preventive Maintenance and Certification						
3.4.2 & 3.4.4	Schedule, perform, and document preventive maintenance						
3.4.3	Maintain equipment inventory						
3.4.6 & 3.4.7	Schedule, perform, and document equipment certification						
3.4.8	Perform and document Infrared testing						
3.5 – 3.5.2	Provide Project Management						

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.5.1 – 3.5.6, 3.9.1 – 3.9.3	Provide project manager						
3.10.1 – 3.10.8.4	Meet all environmental requirements						
3.11	Provide phase-in and phase-out						
3.14 and TE-6	Provide Reports and Submittals						
3.14 & TE 6	Provide pre-start-up submittals						
3.14 & TE 6	Provide Monthly Summary Reports						
3.12	Provide Quality Control Program						
3.12	Provide QCP with proposal						
3.12, 3.12.4 and C.12.5	Perform and document QC inspections; correct deficiencies						
3.12.3	Perform annual executive QC inspection						
4.1	Perform additional services						
4.6	Provide monthly status report						

ATTACHMENT L-3

DETAILED STAFFING PROPOSAL

OUTCOME: *For the Service Provider to perform operations, maintenance and repair at the IRS Campus in Ogden, Utah*

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.1	Facilities Operations						
3.1.1 - 3.1.3	Develop and Implement Building Operations Plan						
3.1.4- 3.1.5	Perform Equipment checks						
3.1.6	Perform snow removal						
3.1.7	Maintain equipment rooms						
3.2	Building Systems Water Treatment						
3.2.1	Initial water testing and treatment						
3.2.2	Independent monthly water testing						
3.2.3	Perform weekly water treatment checks						
3.3	Service Calls						
3.3.3.1	Respond to and complete Emergency service calls						
3.3.3.2	Respond to and complete Hot/Cold service calls						
3.3.3.3	Respond to and complete Urgent service calls						
3.3.3.4	Respond to and complete Routine service calls						
3.4	Preventive Maintenance and Certification						
3.4.2 & 3.4.4	Schedule, perform, and document preventive maintenance						
3.4.3	Maintain equipment inventory						
3.4.6 & 3.4.7	Schedule, perform, and document equipment certification						

PWS Para Reference	Contract Requirements	Unit of Work	Quantity of Task or Frequency of Performance	Task Unit Time	Total Labor Hrs/contract cost	Subcontracted (Yes/No)	Proposal Reference Number
3.4.8	Perform and document Infrared testing						
3.5 – 3.5.2	Provide Project Management						
3.5.1 – 3.5.6, 3.9.1 – 3.9.3	Provide project manager						
3.10.1 – 3.10.8.4	Meet all environmental requirements						
3.11	Provide phase-in and phase-out						
3.14 and TE-6	Provide Reports and Submittals						
3.14 & TE 6	Provide pre-start-up submittals						
3.14 & TE 6	Provide Monthly Summary Reports						
3.12	Provide Quality Control Program						
3.12	Provide QCP with proposal						
3.12, 3.12.4 and C.12.5	Perform and document QC inspections; correct deficiencies						
3.12.3	Perform annual executive QC inspection						
4.1	Perform additional services						
4.6	Provide monthly status report						

Internal Revenue Service Contract Pricing Instructions

Attachments L-4 thru L10



Attach L-4 thru
L-10.xls

